



THE ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

28 November 2005

MEMORANDUM FOR DISTRIBUTION

Subj: ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT AND
COMPTROLLER) AWARDS

Ref: (a) SECNAVINST 5305.3

Encl: (1) Criteria and Procedures for ASN (FM&C) Awards

We have a very talented team of financial managers and I believe that it is paramount that we take the time to adequately recognize their contributions. There are a number of award programs that exist to recognize noteworthy contributions made by our workforce. Reference (a) describes the ASN (FM&C) awards program but it does not fully reflect my desires or suggestions from various members of our community. Therefore, we are in the process of changing the instruction. In the interim, this memorandum implements a semi-annual award program with some requisite changes in award categories. The changes are intended to ensure more frequent recognition of our financial management workforce as well as the desire to have participation from the broadest spectrum of our community.

The semi-annual awards will be given midway through the calendar year and then again at the end of the calendar year. I will present the mid-year awards at the American Society of Military Comptrollers annual Professional Development Institute (PDI) session each year. The end of calendar year awards will be provided to the commander of the awardee and will be conferred locally. The end of calendar year recipients will be announced, or recognized if in attendance, at the annual PDI session. Instructions and guidelines for the awards are provided in enclosure (1).

Our financial managers are deserving of these awards, therefore, please ensure wide dissemination of this memorandum throughout your organization and subordinate activities. Nominations for the end of calendar year awards should be submitted to the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN (FM&C)), FMB-59, 1000 Navy Pentagon, Washington, DC 20350-1000 no later than 20 December 2005. Nomination deadlines for the mid-year awards will be addressed in separate correspondence. Nominations may also be emailed to Dick.Reed@navy.mil. My point of contact for these awards is Dick Reed, FMB-59, at 703-692-4839 (DSN 222-4839).

A handwritten signature in black ink, reading "Richard Greco, Jr.", is positioned above the printed name.

Richard Greco, Jr.

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**ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
AWARDS PROGRAM
CRITERIA AND PROCEDURES**

A. AWARD CRITERIA

Nominations for ASN (FM&C) Financial Management Awards shall be based on achievements six months prior to the award timeline. Each nomination submission should address development and/or implementation of initiatives resulting in significant improvement to the quality of financial management within the DON, or other significant services or contributions to DON financial management.

- Narratives should include specific examples of the significant contributions made by that individual or team. Factors may include cost reductions and or savings, process improvements, streamlining, improved accuracy or timeliness, or enhanced customer service. Specific examples and factual details that support the contribution or benefit received should be provided.
- Narratives should be no more than one page.
- An individual's performance appraisal should not form the basis for the award narrative. While these appraisals address the individual's performance against specified standards, they often do not contain the specific financial improvement actions needed to be competitive with other nominations.
- The same contribution can be nominated for several awards if appropriate. Nominations should be tailored to meet the criteria for each award.

B. NOMINATION FORMAT

Any DON military or civilian employee or team of employees who has made a significant contribution to the improvement of financial management is eligible for nomination for an award. Submit nominations on the attachment by the nomination deadline date provided in the cover memorandum. Limit the narrative justification to a single page.

C. AWARD CATEGORIES

- (1) Functional Area Individual Awards – awards can be submitted for Echelon II commands or above, or Echelon III commands and below in each of the five areas:
Accounting
Budgeting
Comptrollership (Comptroller/Deputy)
Human Capital – encompasses workforce development
Trainee
- (2) Team Awards – awards can be submitted for Echelon II commands or above, or Echelon II commands and below:
Outstanding Financial Management Team

**ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
AWARDS PROGRAM**

NOMINATION FORM

JUSTIFICATION

NAME: (if a team – list all team members)

TASKING: (short description)

ACCOMPLISHMENT: (highlight how the accomplishment contributed to SECNAV/ASN (FMC)/CNO/CMC strategic objectives; be specific; include the significance of the accomplishment (e.g. costs savings, avoidance, etc.)

FACSIMILE:

DSN	AREA CODE	COMMERICAL
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